

CIVIL AIR PATROL CAPR 66-1
United States Air Force Auxiliary NVWG Supplement
Change 2
11 February 2006

CAPR 66-1, 1 February 2000(including Change 1, 12 January 2001, Change 2, 27 May, 2005 and Change 3, 30 November, 2005) are supplemented as follows. This supplement replaces NVWG Supplement 1, 18 March 2005 (including Change 1, 21 June, 2005) and all attachments thereto in their entirety.

1. All NVWG Aircraft are assigned to Nevada Wing Headquarters as denoted on the S-3 Report. As such, the Nevada Wing Aircraft Maintenance Officer (NVWG/LGM) will maintain corporate aircraft logbooks (although he may delegate possession of the logbooks as appropriate). Squadrons to whom a corporate aircraft is assigned will appoint a Unit LGM and copy the NVWG/LGM on the appointment.
2. All maintenance for corporate aircraft must be approved, in advance, by the NVWG/LGM.
3. An "Aircraft Records" folder will be established for each aircraft assigned to Nevada Wing. The folder will be maintained by the NVWG/LGM and contain as a minimum the following:
 - a. Aircraft equipment lists.
 - b. Copy of applicable major repair and alteration forms (FAA Form 337).
 - c. Copy of current aircraft weight and balance sheets.
4. The Wing Commander will issue, as necessary, a Nevada Wing Policy Letter 66-1 establishing the hourly flying rate charges for corporate aircraft.
5. A Pilot Information Book will be kept in each corporate aircraft at all times. No modifications are authorized to the format of the forms in this book. The book will contain the following:
 - a. A front page containing date/times for annual/100 hour inspections, static system checks, transponder check, ELT battery expiration/inspection, oil/filter change, and CO monitor due date. The Unit LGM maintains this with current inspection times/dates. It is recommended to use a print-out of the WMU Aircraft Maintenance Records for this purpose.
 - b. NVWG 173-3 Aircraft Log Sheets
 - c. Weight and balance for the aircraft
 - d. VOR check record
 - e. Discrepancy log
 - f. Current CAPR 60-1
 - g. Supply of NVWG 173-1 Member Paid Flight Forms
 - h. NASA reporting forms
 - i. Accident reporting procedure and contact numbers

- j. Corporate credit cards in a sturdy pocket container
 - k. Local materials such as airport diagrams, hanger procedures, local phone numbers and squadron contacts
6. It is responsibility of the pilot in command to review the front cover maintenance summary, aircraft discrepancy log and complete all forms in the Pilot Information Book as applicable before the flight and note all pre- and post-flight discrepancies. The PIC will note one squawk per block in the aircraft discrepancy part of the Pilot Information Book. At the end of the flight the PIC will report any new squawks to the Unit LGM, who will enter them in the WMU.
 7. Aircraft must not be flown with open squawks which render the aircraft unairworthy according to the Federal Air Regulations. Pilots are cautioned that almost any open squawk will require grounding of the aircraft until an authorized mechanic reviews the squawk and signs the discrepancy log.
 8. The Wing-supplied survival kit will be carried for all flights except for glider towing in the immediate vicinity of an airport.
 9. All checks for payment of flights should be made payable to the squadron in charge of the aircraft and include the aircraft tail number and date of flight in the memo section. The check, together with a NV-173.1, should be left in the place designated by the squadron. All payments are due the date of the flight. Failure to make payment may result in loss of flight privileges.
 10. The Nevada Wing credit card should be used for all purchases of fuel and oil in corporate aircraft. Fuel receipts must be signed by the PIC prior to submission. The PIC's name should also be legibly printed on the receipt.
 11. For C8 and C9 flights the PIC should denote the purpose and authorizer of the flight in the remarks section of the NVWG 173-3.
 12. The Unit LGM or designee will keep the WMU up-to-date with accurate records of aircraft usage and discrepancies. The Monthly Usage Report is to be entered into the WMU no later than the 5th of the month, and balanced to the AC Utilization Report. After reconciliation, the following forms with a single squadron check should be mailed to the Wing Administrative Assistant no later than the 5th of the month.
 - a. Monthly Summary of Member Paid Flights (NV-173.2). An electronic copy is to be emailed to pcrnv001@earthlink.net, and a hard copy is to be mailed together with original fuel receipts.
 - b. Aircraft Flight Time Log (NV-173.3)
 13. Pilots, FRO's and Incident Commanders are strongly encouraged to use the WMU for all flight releases, whether on a CAPF 99, CAPF 104 or CAPF 84. If manual releases are used, they must still be entered retroactively in the WMU prior to the 5th day of the following month so that the Unit LGM can report and reconcile hours.

14. When refueling corporate aircraft, C-182's should be fueled to the tabs only while C-206's should be topped off. PIC's may top off C-182's prior to a flight if they deem the extra fuel necessary.

OFFICIAL



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Nevada Wing Commander

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